

Credential and Required Training for all Early Interventionists and Early Intervention Supervisors

With funding from the U.S. Department of Education, Office of Special Education Programs (contracted through BabyNet), the Team for Early Childhood Solutions (TECS) provides technical assistance in support of the Comprehensive System of Personnel Development (CSPD) for South Carolina's system of early intervention services under Part C of IDEA. They also assist the lead agency in assuring that South Carolina's early intervention personnel meet state standards by maintaining and reviewing applications for the BabyNet Credential for Part C system personnel.

All Early Intervention staff, including supervisors, must submit an application for the South Carolina Infant toddler Credential to the Team for Early Childhood Solutions (TECS) office within 2 weeks of employment or upon being assigned the aforementioned responsibilities. Full procedures for Credentialing can be found on the TECS' website at <http://www.sc.edu/tecs>. After submitting the initial application, it is required that the Early Interventionist or Early Intervention Supervisor submit information to TECS regarding changes that occur as a result of their staff getting married, being terminated, etc. This is required to ensure that the Credential data base is kept current.

Once TECS receives the Credential Application TECS will inform the Early Interventionist the required training modules associated with their roles and responsibilities. Each Early Interventionist must complete the assigned training modules (web-based) and pass the competencies which correlate to each module within 18 months. As updates or changes are made to specific modules, Early Interventionists will have 90 days to complete the module update to maintain their credential. If an Early Interventionist is having difficulty passing the competencies, a professional development plan will be established by TECS for that Early Interventionist.

A Training Checklist is attached outlining training required within 30 and 60 days of employment as well as recommendations regarding ongoing professional development updates that are optional for providers. See Attachment #1.

Training Requirements

Upon Hire:

New employees, full and part-time will receive a minimum of 40 hours of training. This training should include training provided within the first 30, and 60 days. Providers are encouraged to use all training methods to include, shadowing another employee, conference attendance, webinars, etc. See Attachment 1 for required training checklist.

Annually:

All staff are required to receive an additional 10 hours of job related training annually. Staff meetings, workshops and conferences may be considered in meeting this requirement. The TECS training modules should not be considered part of this 10 hour training requirement. See Attachment 1 for required training checklist.

Early Intervention Training Checklist

Topics	30 days	60 days	Date Completed	Update Required
Overview:				
1. Overview of SCDDSN, BabyNet, Local DSN Boards and DDSN Private Providers	X		_____	
2. Policies and Procedures of DDSN and the Board	X		_____	
3. Overview of service population-(MR, Autism, HASCI, Down Syndrome, Cerebral Palsy, Seizures)	X		_____	
4. Family Centered Practices/language	X		_____	
5. Confidentiality, HIPAA, FERPA	X		_____	Annual
6. Certification in Infant/Child CPR	X		_____	Annual
7. First Aid	X		_____	3 years
8. Bloodborne Pathogens (OSHA)	X		_____	Annual
9. Abuse and Neglect	X		_____	Annual
10. Safety Practices	X		_____	PRN
• Home visits				
• Transportation				
• Disaster preparedness				
• Fire Safety				
11. Defensive Driving(only required if driving agency vehicles)				Every 3 yrs
Required Training: EI Specific				
1.) Role of an Early Interventionist	X		_____	
2.) The Early Intervention Manual including:	X		_____	
a. Working with families				
b. Use of jargon				
c. Referrals				
d. Intake activities				
e. Obtaining and releasing information				
f. Eligibility Determination Process and Procedures				
g. Curriculum Based Assessments				
h. IFSP/FSP Development and teams/IFSP/FSP reviews				
i. Goal Development				
j. Facilitation (3-6)				
k. Choice of providers				
l. Family Training				
m. Service Coordination				
n. Genetics referrals				

Topics	30 days	60 days	Date Completed	Update Required
o. Critical cases p. Respite and Family Support Funds q. Advocacy <ul style="list-style-type: none"> • Pro-Parents • Family Connections 3. Early Intervention Key Indicators 4. Overview of BabyNet <ul style="list-style-type: none"> a. IDEA b. SPOE Process c. Authorizing services 5. Critical Incidents	X		_____	
Required Training: Overview of Financial Information				
1.) MR/RD Waiver(training must occur before EI serves an MR/RD waiver enrollee) 2.) Budgeting/Capitation 3.) TEFRA 4.) Medicaid 5.) Social Security <ul style="list-style-type: none"> a. SSI, SSA, SSDI 6.) ABC Block Grant	X X	X X X	_____ _____ _____ _____	
Required Training:Monitoring				
1.) Appropriate and effective monitoring 2.) Monitoring schedules 3.) Life changing events 4.) Indicating progress/no progress	X X X X		_____ _____ _____	
Required Training: Record Keeping and Documentation				
1.) Record Keeping 2.) Record Security 3.) Contents of Record 4.) Purging procedures 5.) Reportable vs. Nonreportable 6.) Closed cases 7.) Documentation <ul style="list-style-type: none"> a. Service notes b. Late entries c. Abbreviations d. Errors e. Signatures 	X X X X X X X		_____ _____ _____ _____ _____ _____	

Topics	30 days	60 days	Date Completed	Update Required
Optional Training: Ongoing Professional Development: <ol style="list-style-type: none"> 1.) Communication Skills 2.) Time Management/Organizational Skills 3.) Cultural Diversity 4.) Conflict Resolution 5.) Stress Management 6.) Developing New Resources 7.) Signs and Symptoms of Mental Illness 8.) Positive Behavior Supports 				

Procedural Bulletin #5
Attachment #1